



New South Wales
Government

Guideline for service providers in the
construction industry

How to prepare

Site-specific Safety Management Plans

and

Safe Work Method Statements

4th Edition, June 2004

Supplementary to the Occupational Health and Safety Management Systems Guidelines

These Guidelines outline a systematic approach to the management of OHS in the construction industry. The proactive management of OHS is aimed at substantially reducing the level of illness/injury and greatly improving productivity.

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About Site-specific Safety Management Plans and Safe Work Method Statements

Your Site-specific Safety Management Plan must identify hazards associated with the work on the site, along with the hazard control measures that will be implemented to ensure that people are adequately protected from risk of injury or illness. Site-specific Safety Management Plans must be available on site for inspection by all people at that place of work or about to commence work.

Your Site-specific Safety Management Plan must be provided to your service providers in the supply chain before they start work on the site to help them develop their own compatible Site-specific Safety Management Plans. Any changes to the Plan must also be provided to your service providers when the changes occur.

The Site-specific Safety Management Plan must be signed and dated by a senior management representative of your organisation.

The Plan must be maintained and kept up to date during the course of the work.

Tender requirements for contracts

Contracts valued at \$1 million or more

Tenders will only be accepted by agencies from tenderers with an accredited Corporate OHS Management System, for contracts valued at \$1 million or more, or where the Government agency otherwise determines.

Such contracts will also require:

- the contractor to prepare and implement an acceptable Project OHS Management Plan
- the contractor to make sure that its service providers prepare and implement compatible Site-specific Safety Management Plans.

Contracts valued at below \$1 million

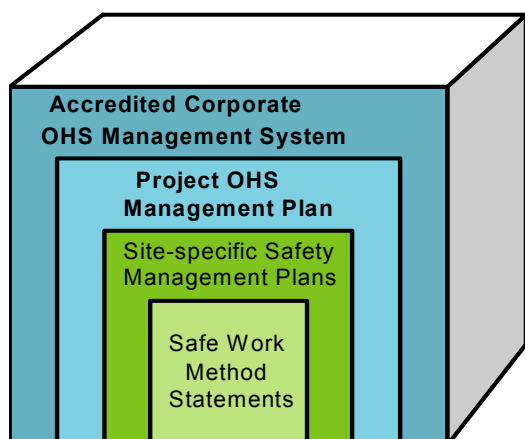
Tenders will only be accepted by agencies from tenderers that are able to prepare and implement an acceptable Site-specific Safety Management Plan and Safe Work Method Statements, for contracts valued at under \$1 million where the agency does not determine that the work requires more.

Such contracts will require:

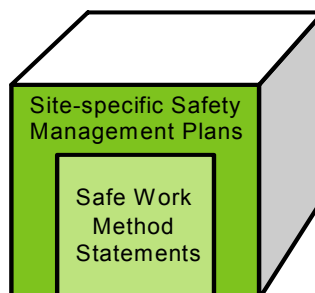
- the contractor to prepare and implement an acceptable Site-specific Safety Management Plan.
- the contractor to make sure its service providers prepare and implement compatible Site-specific Safety Management Plans.

OHS Regulation 2001 Site specific OHS management plans and safe work method statements

Provides site-specific OHS management plans are required for all construction work costing over \$250,000. However, where deemed appropriate Government agencies may require Site-specific Safety Management Plans for construction work costing less than \$250,000. Safe Work Method Statements are required for all construction work and contracts.



Contracts valued at \$1 million or more



Contracts valued at below \$1 million

Here's what you have to do

This Guideline has been produced to help you develop your Site-specific Safety Management Plan and Safe Work Method Statements.

Working through the checklists will help you to think about all the OHS issues that should be covered so that your documents are complete and satisfy the OHS requirements of the contract.

OHS Regulation 2001 - Chapter 8 Appointment of principal contractor

Provides that a principal contractor must be appointed or otherwise identified for construction work costing over \$250,000, or of high risk (as defined therein), or involving demolition or asbestos work for which a licence is required under the OHS Regulation 2001. The principal contractor has specific responsibilities for the management of OHS on the work site and the control of other contractors and subcontractors. Key management system element 3, Principal contractors, contractors and subcontractors, outlines these responsibilities. See OHS Management Systems Guidelines.

A Site-specific Safety Management Plan will address the following six components:

- 1. Risk management** – identification of the hazards and assessment of the risks associated with the work, and documentation of the risk control measures to be taken.
- 2. Statement of responsibilities** – a statement that nominates individuals who will be responsible for the site-specific OHS aspects of the work, and who will be available to deal with illness/injury and OHS incidents.
- 3. Occupational health and safety training** – a statement identifying the training needs of the personnel on the work site, including OHS induction training for the work and arrangements to address these needs.
- 4. Incident management** – a statement identifying the processes to be used and personnel available to prevent, prepare for, respond to and recover from illness/injury and incidents.
- 5. Site Safety Rules** – safety rules that should be displayed in prominent areas on the work site.
- 6. Safe Work Method Statements** – statements for all work activities identified as having health or safety risks, identifying the measures to be used to manage those risks. Particular attention should be paid to work activities with a high safety risk (for example working at heights, with or near hazardous substances, in tunnels or confined spaces, with cranes, with compressed air, with lasers, or in deep excavations).

Overall, your Site-specific Safety Management Plan must:

- describe the work to be undertaken
- identify the hazards associated with the work
- describe the risk assessment processes you will use
- describe the risk control measures you will use

1. Risk management

The hazards associated with each work activity must be identified and the associated risks assessed, and measures for eliminating or minimising and monitoring the risk controls developed, documented and implemented.

2. Statement of responsibilities

The statement of responsibilities must define who will be responsible for:

- identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken
- managing compliance with OHS, workplace injury management and workers compensation legislation, regulations, standards and codes, Safe Work Method Statements and the Site Safety Rules
- assessing and monitoring the capability of your service providers in the supply chain, and verifying that they meet OHS requirements.
- making sure that the Site Safety Rules are displayed and available on the work site and provided to people who work on, or visit, the work site
- providing your service providers in the contract chain with your Site-specific Safety Management Plan and any updates
- managing OHS communication and consultation provisions in accordance with the regulatory and other requirements
- conducting site-specific induction, specific work activity safety training and refresher training
- making sure that before starting work on site, all personnel attend an OHS induction training course covering general construction work as well as the particular site and specific work activity
- preparing, maintaining and making available the register of hazardous substances
- managing workplace injury management processes to suit procedures
- maintaining first aid stocks and providing first aid
- managing illness/injury and emergency processes to suit procedures
- keeping OHS records

3. Occupational health and safety training

The Plan must define how you will:

- identify the OHS training needs of management, supervisors and other personnel for the contract
- conduct general construction work induction training, specific work activity and work site training, and refresher training in OHS for everyone working on the work site
- make sure that all personnel attend a general construction work OHS induction training course before starting that work
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training
- make sure OHS committee personnel and OHS representatives attend consultation training
- keep appropriate records of OHS training

4. Incident management

The Plan must define:

- who will be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from illness/injury and incidents
- your procedures for contacting these people, and any changes to these nominations and procedures, as they are kept up to date, are communicated and displayed promptly on the work site

5. Site Safety Rules

Site Safety Rules must be prepared, implemented and displayed on notice boards and other suitable locations on the work site, and be provided to all personnel on, and visitors to, the work site.

As a minimum Site Safety Rules must cover and include the following:

Induction and safety training

- ❑ Before starting work on site, all personnel must attend induction training in health and safety aspects of general construction work
- ❑ Before starting work on site, all personnel must attend adequate site-specific training and induction training for the particular work activity being undertaken
- ❑ All personnel on the work site must attend appropriate refresher training and be involved in regular discussion of work site OHS matters
- ❑ All visitors when on the work site must be accompanied by a person who has received the above training

Personal protective equipment

- ❑ All personnel and visitors must wear appropriate personal protective equipment (PPE) when on the work site

Site access and security

- ❑ All entry to, movement on, passage adjacent to, and exit from the work site of persons, vehicles and equipment will be controlled in accordance with required procedures

Illness/injury and emergency procedures

- ❑ All first aid facilities and illness/injury and emergency procedures will be clearly identified and used, including reporting illness/injury and incidents

Protection of all workers and the public

- ❑ Effective barricades, fencing and overhead protection will be used where applicable

Elevated work

- ❑ All work at heights will be done in accordance with the relevant legislation, regulations, standards, codes and procedures

- ❑ Electrical work, overhead wiring, installations and equipment
- ❑ All electrical work, plant and equipment must comply with OHS and electrical safety legislation, regulations, standards, codes and procedures, including inspection and tagging of leads and power tools
- ❑ The presence and location of all electrical cables will be identified before commencing adjacent work

Demolition, excavation, scaffolding, formwork and other structural frames

- ❑ All demolition, excavation, scaffolding, formwork, and work with other structural frames will be done in accordance with the relevant legislation, regulations, standards, codes and procedures

Hazardous materials and dangerous goods

- ❑ A register of hazardous substances must be kept and maintained for all hazardous substances brought onto the work site
- ❑ All hazardous substances and dangerous goods must be used, handled and stored in accordance with requirements

Safe working

- ❑ All requirements identified will be followed, including fire prevention and housekeeping procedures.
- ❑ The consumption of alcohol and illegal drugs is prohibited on the work site.

Examples of hazardous processes include:

- work with hazardous substances
- spray painting
- asbestos work
- abrasive blasting
- welding and other hot work
- electroplating and work with molten metal
- gas installations and compressed air work
- processes involving lead work
- electrical work
- traffic control or other work near traffic and mobile plant
- deep and other excavations and tunnelling
- work in confined spaces
- scaffolding or other temporary supports
- formwork
- work at heights
- work with dangerous goods/explosives
- lifting, handling, loading and unloading
- demolition and work with drowning risks

6. Safe Work Method Statements

All work activities assessed as having OHS risks require the preparation and implementation of Safe Work Method Statements.

When preparing such Statements, it is important to consult with and involve the personnel who will be doing the work.

Your Safe Work Method Statements must:

- be on your organisation's letterhead and show the name and registered office address of the organisation
- be signed and dated by a senior management representative of your organisation, and the authors

Your Safe Work Method Statements must at least include the following:

- a description of the work to be undertaken
- the step-by-step sequence of activities and tasks involved in doing the work
- the potential hazards and risks associated with each step of the work
- the safety controls that will be put in place to minimise the risks
- all precautions to be taken to protect health and safety
- all health and safety instructions to be given to persons involved with the work
- identification of the parts of OHS, workplace injury management and workers compensation legislation, regulations, codes, standards and procedures applicable to the work, and where these documents are kept
- the names and qualifications of those who will:
 - supervise the work
 - inspect and approve work area conditions, work methods, protective measures, plant, equipment and power tools for use
- a description of what training is given to people involved with the work
- the names of those who will be, or have been, trained for the work activities described in the Statements, and the names and qualifications of the people responsible for training them
- identification of the resources, plant and equipment that is most likely to be used on the work site, such as ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguisher, tools and materials
- details of any WorkCover permits and licenses required to complete the work and where they are kept
- details of the inspection and maintenance checks that will be, or have been, carried out on the plant and equipment listed for use.

Definitions

clients

Organisation inviting and receiving tenders and letting contracts.

consultant

Professional party that contracts with a client to provide design, management or other professional services related to construction.

construction industry

Includes all organised activities concerned with construction, including demolition, building, landscaping, maintenance, civil engineering work, process engineering work, heavy engineering work and mining.

Construction Agency Coordination Committee

The Construction Agency Coordination Committee consists of representatives of key agencies involved in construction procurement and assists the Government in the development of consistent and effective construction procurement practices, and in promoting the application of these practices by agencies.

contractor

Organisation that contracts with a client to carry out construction and related services.

Government agency

NSW Government department, authority, corporation or entity established by an Act of the NSW Parliament. The terms 'Government agencies', 'agency' or 'agencies' are used interchangeably in these Guidelines.

NSW Government Construction Agencies

Government agencies responsible for construction procurement projects and represented on the Construction Agency Coordination Committee (CACC).

principal contractor

Contractor that contracts with an agency as the client, and is appointed as principal contractor (as defined in OHS Regulation 2001) for nominated work.

project

An undertaking with a defined beginning and objective by which completion is defined. A project may be completed using one contract or a number of contracts.

service providers

Includes principal contractors, contractors, subcontractors, consultants and suppliers.

subcontractor

Organisation that contracts with a contractor as the client to carry out construction and related services.

supplier

Organisation that contracts with a client to provide a product and/or service.